

POSITION INFORMATION QUESTIONNAIRE (PIQ)

NORTH DAKOTA HUMAN RESOURCE MANAGEMENT SERVICES

SFN 2572 (3-04)

INSTRUCTIONS

Please review these instructions before completing the PIQ.

The Position Information Questionnaire (PIQ) is used for the following purposes:

- a) to classify a position into an existing class;
- b) to evaluate a class to determine the pay grade.

Because the information is extremely important, it must be completely accurate. Read the instructions on the PIQ and refer to the additional instructions which follow.

An organizational chart must accompany each PIQ. The chart must show the position under review, all positions supervised (if applicable), and all positions that the position under review reports to (up to and including the agency head).

Do not use acronyms unless defined within the information provided.

PART A IDENTIFICATION, DUTIES/RESPONSIBILITIES, AND TASK INVENTORY

PART A will be completed by the employee unless the position is new or vacant, in which case it would be completed by the supervisor.

A-1 – Enter the eleven digit position code which is the primary means of identifying documents relating to a position. The first three digits are the agency code, the last eight the assigned position number. The position number can be obtained from your personnel officer/representative or from the Human Resource Management Services.

A-13 – Include a brief statement of the function of the work unit using items A-3, A-4, A-5 and a-6 as a guide. If an entry is made in A-6, describe the function of that unit; if there is no entry in A-6, use A-5, etc. These four items relate to the levels within a standard organization structure.

A-14 – This provides important information for classification purposes. There may be some difficulty in breaking down a duty or responsibility into specific tasks, but individuals should use their best judgement in completing this item. The pattern is to go from a brief, general statement of duty or responsibility to a specific statement of the tasks(s). See the examples that follow:

Duty/Responsibility

Secretary to the Director

Examples of Tasks:

Typing correspondence
Taking dictation
Arranging appointments, etc.

Duty/Responsibility

Program Administration

Examples of Tasks:

Preparing policies
Implementing policies
Reviewing application for determining eligibility
Approving payment of assistance funds, etc.

Duty/Responsibility

Supervision of Staff

Examples of Tasks:

Determining work schedule
Counseling
Evaluating performance
Reviewing work, etc.

In the examples above, the duty/responsibility shown would most probably be only one of a number assigned to a position, each with its own set of tasks. Also, similar tasks may be reflected in different duties. An individual who has the duty to complete a particular report may show "typing the report" as a task, while the same individual will show another duty as preparing correspondence and reflect "typing" as a task.

In the classification process, the tasks are used to compare one duty to another to reflect the variety involved. The duty/responsibility will be used to compare with other positions for the purpose of grouping similar positions into the same class.

Each major duty/responsibility should be numbered consecutively beginning with duty/responsibility no. 1. This provides an easy reference in subsequent communications, updates, etc.

Use additional copies of page 2, if needed, to have adequate space to include data on all duties/responsibilities associated with this position.

A-15 – Enter the individual qualifications of the person currently occupying the position. If the position is new or vacant, leave this section blank.

Part B
WORKING ENVIRONMENT DATA
To Be Completed By Supervisor

GENERAL: The items in PART B will provide the information needed to support the level of a class. A class level will not be determined on the basis of one position (unless that position is the only one in a class) but will be based on the normal or average or the information reported for a number of similar positions.

Items in PART B are generally self-explanatory. Those that are not are explained below. Caution should be taken to consider the normal work environment. Do not report data as it may be during an excessively slow period or a peak rush period, as this may understate or overstate requirements.

It is also very important to consider the position, not the individual. How well the individual performs the duties is a matter of performance evaluation and not classification or class evaluation. The questionnaire must reflect the requirements for the position as designed by management. It is management's responsibility to determine that the duties/responsibilities and tasks being performed by the employee are those required and intended, i.e., for which management intends to compensate the employee.

B-2 - Do not overstate this item. Note the emphasis is on minimum knowledge required. It provides another way to look at knowledge levels. The emphasis is still on minimum knowledge required to do the job acceptably.

B-6 - Guidelines may be considered as policy or procedure manuals, laws, rules, desk manuals, operating instructions, etc., but do not include direct supervision that is covered elsewhere in the PIQ. **NOTE:** This item (as do other items) requires the supervisor to identify the specific duties/responsibilities from PART A, which reflects the choice made. The reason for this is to allow the evaluator specific examples of duties/responsibilities which can be referred to in an effort to visualize more clearly the work environment of the position.

B-13 - Refers to the authority over and amount of annual budget dollars delegated to the position. Generally the authority over funds is documented by an individual's authority to sign purchase orders, travel vouchers, etc. Commitment of funds means that when the authority is exercised, the unit, agency, State, etc., will be committed eventually to pay the funds. The commitment authority also exists, however, when a manager has the final approval to determine a salary increase, promotion, etc., which ultimately results in the expenditure of budget dollars. Note that most often the commitment of salary dollars rests with the agency head, and subordinate managers have an indirect or shared responsibility through their input to the budget proposal process or their involvement in determining who is to be promoted, receive merit increases, etc.

B-14 - This item deals with the management of other persons, not with the management/administration of programs, services, etc. For the purpose of this item, the terms 'management' and 'supervision' are used synonymously.

Identifying positions of individuals managed is required to establish management responsibility and to track changes in responsibility within work units. Cross-referencing is possible and where doubt exists, actual documents can be reviewed to determine that the management function is formally conducted. If more than ten positions are supervised directly, they should be listed on a separate sheet and attached to the PIQ.

The total included in "INDIRECT SUPERVISION" represents those individuals within the total of the work unit and subordinate work unit(s) for which overall responsibility (accountability) rests with the incumbent but the "direct" control has been delegated to a subordinate supervisor.

EXAMPLE: A section supervisor directly manages three individuals. Those three positions in turn directly supervise a total of five other positions. The incumbent in this example would be accountable for a total of eight positions - three supervised directly and five indirectly.

B-15 - If there is any doubt as to whether a working condition is unusual or hazardous, it should be listed; however, generally this item deals with conditions that place the individual in an unusually hazardous condition even when normal safety precautions are taken. Additionally, the conditions cannot be avoided in that the work must be performed as a requirement of the job.

PART C
DUTY/RESPONSIBILITY CHANGE ANALYSIS

PART C should be completed jointly by the employee and the immediate supervisor.

Items in PART C must be completed unless:

- the position is new, or
- the position was reviewed more than five (5) years ago.

Although not required, completion of PART C for positions reviewed more than five years ago can provide useful information to facilitate the review.

C-2 - Provide analysis of the change to prior Duties/Responsibilities. Either a change overall to the Duty/Responsibility or significant change in task(s) making up the Duty/Responsibility.

The remaining sections of the form are self-explanatory. A pre-approved, agency specific 'Change Analysis Form' may be used in lieu of PART C. An Organizational Chart must be included with the PIQ.

POSITION INFORMATION QUESTIONNAIRE (PIQ)

NORTH DAKOTA HUMAN RESOURCE MANAGEMENT SERVICES

SFN 2572 (3-04)

For HRMS Use Only

INSTRUCTIONS:

- This Position Information Questionnaire (PIQ) is used as the basis for job analysis when determining position classifications and pay grades, essential functions, performance standards, etc.
- Please be completely accurate as you fill out this form; the information is extremely important. Do not use acronyms or abbreviations.
- An organizational chart must accompany each submitted PIQ. The chart must show this position, any positions supervised, and all positions that it reports to, up to and including the agency head.

PIQ PART A - IDENTIFICATION, DUTIES/RESPONSIBILITIES, AND TASK INVENTORY INFORMATION

Part A should be completed by the employee or employee and supervisor unless the position is new or vacant, in which case it should be completed by the supervisor.

1. Position Number	2. Type of Position: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time (Full Time Equivalent Percentage ____%)		
3. Department, Agency or Institution		4. Division or Equivalent	
5. Section or Equivalent		6. Unit or Equivalent	
7. Work Address (Room No. & Building)	8. Street Address & City		9. Telephone No.
10. PIQ Prepared By <input type="checkbox"/> Employee <input type="checkbox"/> Supervisor/Management		11. Name & Classification of Supervisor	
12. Name of Employee			
13. What is the function, product, or service of the work unit referred to in #6 above? (If #6 is blank, provide the function, product, or service for blocks 5 or 4, as appropriate.)			

14. DUTIES/RESPONSIBILITIES/TASKS

- Provide a general statement of each major duty or responsibility you have and list the task(s) involved in accomplishing each one. Indicate the percent of time that is spent on each major duty or responsibility and the frequency of each.
- FREQUENCY should be coded as follows: D=Daily, W=Weekly, M=Monthly, Q=Quarterly, A=Annually, SA=Semi-annually.
- Attach additional copies of page 2, if needed, for adequate space to include all information on your duties and responsibilities.

DUTY/RESPONSIBILITY NO.		Statement of duty/responsibility
Percent	Frequency	
Tasks involved in fulfilling above duty/responsibility		

PIQ Part A - 14. Duties/Responsibilities/Tasks (continued)

DUTY/RESPONSIBILITY NO.		Statement of duty/responsibility
Percent	Frequency	
Tasks involved in fulfilling above duty/responsibility		
DUTY/RESPONSIBILITY NO.		Statement of duty/responsibility
Percent	Frequency	
Tasks involved in fulfilling above duty/responsibility		
DUTY/RESPONSIBILITY NO.		Statement of duty/responsibility
Percent	Frequency	
Tasks involved in fulfilling above duty/responsibility		

PIQ Part A - 14. Duties/Responsibilities/Tasks (continued)

DUTY/RESPONSIBILITY NO.		Statement of duty/responsibility
Percent	Frequency	
Tasks involved in fulfilling above duty/responsibility		
DUTY/RESPONSIBILITY NO.		Statement of duty/responsibility
Percent	Frequency	
Tasks involved in fulfilling above duty/responsibility		

15. PERSONAL QUALIFICATIONS/CREDENTIALS OF CURRENT EMPLOYEE

Provide the education level, degree(s), major area of study, certifications, and number of years experience. This information is used to develop or revise classes, **not** to classify a position or to evaluate an employee.

16. Use this space for comments on any of the foregoing items, if space provided above did not allow you to adequately express your position.

17. The information in PART A is a true, accurate, and complete description of my duties and responsibilities.

Signature of Employee

Date

1. Supervisor's additions and/or exceptions to Part A - Duties, Responsibilities, and Task Inventory	
2. TECHNICAL KNOWLEDGE REQUIREMENT - Minimum knowledge required to perform adequately in position, reasonably attained only by (check all that apply):	
a. ON THE JOB TRAINING	<input type="checkbox"/> six months or less <input type="checkbox"/> six months to a year <input type="checkbox"/> more than a year
b. FORMAL EDUCATION/ TRAINING	<input type="checkbox"/> eight years or less <input type="checkbox"/> high school diploma or GED <input type="checkbox"/> college level <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year <input type="checkbox"/> 3 year <input type="checkbox"/> 4 year <input type="checkbox"/> graduate level <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year <input type="checkbox"/> post-graduate degree
Type of degree required (Bachelor's, Associate, etc.)	Subject knowledge or major required <input type="checkbox"/> General <input type="checkbox"/> Specialized (specify) _____ <input type="checkbox"/> Vocational (specify) _____
c. WORK EXPERIENCE IN ADDITION TO FORMAL EDUCATION/ TRAINING	<input type="checkbox"/> Task Related <input type="checkbox"/> less than 1 yr <input type="checkbox"/> one year <input type="checkbox"/> two years <input type="checkbox"/> three years <input type="checkbox"/> more than 3 years <input type="checkbox"/> Management Related <input type="checkbox"/> one year <input type="checkbox"/> two years <input type="checkbox"/> three years <input type="checkbox"/> more than 3 yrs
d. LICENSE/CERTIFICATION required to perform any duties/ responsibilities assigned to this position	(List or explain):
3. TECHNICAL KNOWLEDGE REQUIREMENT RELATIVE TO NATURE OF WORK <i>Assume that orientation to organization, standard instructions, and initial on-the-job training have been accomplished</i>	Minimum knowledge required to perform adequately in this position will require knowledge of (check one): <input type="checkbox"/> relatively simple, routine, repetitive tasks; <input type="checkbox"/> basic, common rules, procedures, practices, or operation; <input type="checkbox"/> specialized rules, procedures, practices, or operations acquired through substantial training or experience; <input type="checkbox"/> rules, procedures, practices or operations acquired through considerable specialized training or experience; <input type="checkbox"/> basic principles, concepts and methodology of a professional or administrative occupation; <input type="checkbox"/> advanced principles, concepts and methodology of a professional/administrative field acquired through substantial work experience or additional study at graduate level; <input type="checkbox"/> mastery of specialized field requiring knowledge obtainable only through extensive post masters level education
4. SPECIFIC SKILLS REQUIRED	Requires operation of: (check all that apply) <input type="checkbox"/> standard office equipment such as telephone, intercom, photocopier, calculator, dictating machine, personal computer, etc. <input type="checkbox"/> specialized equipment such as a cash register, business machines, laboratory equipment, motorized heavy equipment, etc. (List equipment):

PIQ PART B (continued)

5. INTERPERSONAL SKILLS REQUIRED	Requires: (check one) <input type="checkbox"/> common courtesy in dealing with clients, coworkers, general public, etc. <input type="checkbox"/> interpersonal skill in dealing with others to encourage participation, cooperation, compliance, etc. <input type="checkbox"/> ability to motivate or convince others, and/or change own behavior, to meet specific requirements of organizational objectives
6. GUIDELINES	Guidelines are: (check one) <input type="checkbox"/> specifically provided for each task <input type="checkbox"/> specifically provided for each duty and responsibility <input type="checkbox"/> specifically provided but require individual to apply appropriate guidelines to appropriate duties <input type="checkbox"/> generally available but require some judgment in selecting and applying most appropriate ones <input type="checkbox"/> generally available but require interpretation or adaptation for application to assigned duties <input type="checkbox"/> generally available but require significant analysis to determine application to a variety of situations <input type="checkbox"/> generally available, broadly stated, e.g., policy and legislation requiring extensive interpretation, analysis and determination of applicability to a variety of situations
Give examples of guidelines utilized by position in performance of work (policies, rules, laws, desk manuals, etc.):	
7. MENTAL CHALLENGES CREATED BY WORK STRUCTURE	Work consists of: (check one) <input type="checkbox"/> standardized tasks, generally repetitive and directly related; little or no choice in deciding what needs to be done <input type="checkbox"/> duties involving related steps, processes or methods. Decisions involve choices among easily recognizable situations or alternatives <input type="checkbox"/> different and unrelated processes and methods. Decisions regarding what needs to be done involve analysis of the subject or issues and selection from a variety of approaches <input type="checkbox"/> varied duties requiring many different and unrelated processes and methods applied to a broad range of activities or requiring a substantial depth of analysis <input type="checkbox"/> broad functions and processes requiring continuing efforts to establish procedures to resolve problems
Give examples of analysis required:	
8. METHODS AND PROCEDURES FOR PERFORMING WORK ASSIGNED THIS POSITION	Methods and procedures for performing work of this position are determined by: (check one) <input type="checkbox"/> lead worker/supervisor in all cases <input type="checkbox"/> worker for recurring activity, lead worker/supervisor for non-recurring activity <input type="checkbox"/> worker for all activity except the most unusual or problem situations <input type="checkbox"/> worker in all cases <input type="checkbox"/> other (specify) _____
9. OBSERVATION OF WORK ACTIVITY	Work activity of this position is observed by: (check one) <input type="checkbox"/> lead worker/supervisor located within the immediate work area <input type="checkbox"/> lead worker located in the immediate work area and supervisor located in the general work area <input type="checkbox"/> supervisor located in the general work area <input type="checkbox"/> supervisor located at location other than general work area (specify) _____ <input type="checkbox"/> other (specify) _____ Work activity is observed: (check one) <input type="checkbox"/> daily <input type="checkbox"/> weekly <input type="checkbox"/> Other (specify) _____
10. ASSIGNMENT OF WORK	Work is assigned this position by identifying: (check one) <input type="checkbox"/> work to be done and defining tasks involved <input type="checkbox"/> work to be done without defining tasks involved <input type="checkbox"/> overall organizational goals and objectives and defining specific share of responsibility <input type="checkbox"/> overall organizational goals and objectives without defining specific share of responsibility <input type="checkbox"/> other (specify) _____
11. REVIEW OF COMPLETED WORK	Completed work of this position is reviewed by: (check one) <input type="checkbox"/> lead worker/supervisor upon completion of a specific segment <input type="checkbox"/> lead worker/supervisor at periodic unscheduled intervals or upon completion of group segments <input type="checkbox"/> supervisor upon completion of a specified stage, objective, milestone, or other established review point <input type="checkbox"/> supervisor in periodic discussion, staff meetings, or incidental contacts <input type="checkbox"/> supervisor through analysis of outcome of work activity as compared to previously established goals, objectives, etc., of the work unit <input type="checkbox"/> supervisor through analysis of outcome of work activity as compared to overall organizational goals and objectives _____

PIQ PART B (continued)

12. EFFECT ON DECISIONS	In relation to decisions made regarding the work unit goals and objectives, assigned work of this position: (check one) <input type="checkbox"/> produces a product or provides a service used by others in making decisions <input type="checkbox"/> produces an analysis, recommendation, or significant advice used by others in making decisions <input type="checkbox"/> produces decisions on significant portions of the overall goals and objectives of the work unit; decisions may be made in conjunction with the work of others <input type="checkbox"/> involves making final decisions and provides control of the outcome of those decisions					
13. BUDGET RESPONSIBILITY	Refers to the authority of this position over and the amount of annual budget dollars delegated to the position, generally documented by an individual's authority to sign purchase orders, travel vouchers, etc. and/or the approval of a salary increase, promotion, etc., which ultimately results in the expenditure of budget dollars. Note that most often the commitment of salary dollars rests with the agency head, and subordinate managers have an indirect or shared responsibility through their input to the budget proposal process or their involvement in determining who is to be promoted, receive merit increases, etc.					
	Responsibility for Commitment of Budget Dollars	\$0	Up to \$500,000	\$500,000 to \$10,000,000	\$10,000,000 to \$1 Billion	Over \$1 Billion
	No budget responsibility					
	Indirect advisory effect					
	Shared decision making with higher level approval					
	Direct obligation authority					
14. RESPONSIBILITY FOR MANAGEMENT OF OTHER PERSONS Attach organizational chart showing positions.	Individual's responsibility for management of other persons is: (check all that apply) <input type="checkbox"/> none <input type="checkbox"/> determines goals and objectives of work unit <input type="checkbox"/> divides total work load of the work unit into segments and determines who will perform each segment <input type="checkbox"/> completes a formal (written) evaluation of persons in the work unit <input type="checkbox"/> trains and/or motivates persons in the work unit <input type="checkbox"/> holds staff advisory position which does not lend itself to management of others					

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

(Include temporary, seasonal, contingent, etc.)

POSITION NUMBER	CLASSIFICATION TITLE OF POSITION OR PERSON WHO IS SUPERVISED	FTE %

INDIRECT SUPERVISION (Indicate the total number of positions in the work unit and subordinate work units for which overall responsibility rests with this incumbent but "direct" control is delegated to a subordinate supervisor. →)

15. HAZARDOUS WORKING CONDITIONS	Indicate unusual or hazardous working conditions related to performance of duties, even when normal safety precautions are taken:	
	Indicate precautionary measures taken to avoid those unusual or hazardous working conditions:	
	Frequency of occurrence of unusual or hazardous working conditions: ____ hours per day; or, ____ hours per week; or, other ____	

All information on this Position Information Questionnaire is true and accurate and is a complete description of the duties and responsibilities assigned to the position.

_____ Supervisor's Signature	_____ Date
All information on this Position Information Questionnaire is a true and accurate reflection of the duties and responsibilities assigned to the position in relation to the overall goals and objectives of the agency.	
_____ Signature of Agency Head or Designee	_____ Date

PIQ PART C - DUTY/RESPONSIBILITY CHANGE ANALYSIS

Items in this section must be completed unless the position is new or the last review of the position was more than five years ago. The purpose of Part C is to identify changes in duties and/or responsibilities of the position. This part should be completed jointly by the employee and supervisor to ensure complete consideration of the magnitude of changes in the job.

1-Position Number	Name:	Current Classification:
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2-Explain briefly why the changes were made (i.e. Improve operations, new federal requirements, statutory changes, etc.):

3-List the Duties/Responsibilities that have changed and explain the type and extent of change. (Attach additional sheets if necessary.)

PREVIOUS DUTIES/RESPONSIBILITIES	CURRENT DUTIES/RESPONSIBILITIES

4-Have new duties been taken from other positions? If so, identify duties and positions.

☐ Yes ☐ No

Have previous duties been assigned to other positions? Identify duties and positions.

PIQ PART C (continued)

5-Do new duties require additional technical knowledge and skills? If yes, explain below:

☐ Yes ☐ No

6-Do new duties require more decision making responsibility? If yes, what decisions are made without supervisory approval?

☐ Yes ☐ No

What decisions require supervisory approval?

7-Do new duties include supervisory responsibility? If yes, explain below:

☐ Yes ☐ No

8-Do new duties require additional judgment and/or creativity? If yes, explain below:

☐ Yes ☐ No

9-Do new duties increase the complexity of the job? If yes, explain below:

☐ Yes ☐ No

The information indicated on this form is a true, accurate, and complete description of the change in duties/responsibilities.

Employee

Date

Supervisor

Date